

# Welcome

Here at Killamarsh infant and Nursery School  
we aim to build a successful partnership  
between home and school.

We want children to feel secure and valued;  
to be enthusiastic, independent, life-long  
learners; to enjoy healthy lifestyles and to  
value and respect our community and world.

If you have any questions about your child or  
school please feel free to contact us!

Yours sincerely,

Miss Tracey Holmes

Headteacher

# **Our Mission Statement**

At Killamarsh Infant and Nursery School we  
promise to work together to provide  
challenging, stimulating and exciting learning  
experiences where everybody can achieve  
their potential.

## **Brighter Beginnings**



# Contact Details

## **Killamarsh Infant and Nursery School**

43 Sheffield Road

Killamarsh

Sheffield

S21 2DX

Tel: 0114 2485852

Fax: 0114 2486832

e-mail: [info@killamarsh-inf.derbyshire-sch.uk](mailto:info@killamarsh-inf.derbyshire-sch.uk)

website: [www.killamarshinfants.org.uk](http://www.killamarshinfants.org.uk)

## **Education Authority**

The Strategic Director – Jane Parfremment

Children and Younger Adults Department

County Hall

Matlock

Derbyshire

DE4 3RD

Tel: 01629580000

Children and Younger Adults Department

John Hadfield House

Dale Road

Matlock

Derbyshire

DE4 3RD

Tel: 01629 5800000

# Staff & Governors

## Headteacher

Miss T M Holmes

## Teachers

Mrs P E Stockdale – Deputy Headteacher – Reception Teacher

Mrs T Weretelnikow – SENDCO

Mrs P Beck - Year 2 Teacher

Miss J Judson – EYFS Leader

Mrs J Hall (part time) – Reception Teacher

Mrs C Skingle (part time) – Reception Teacher

Mrs R Bainbridge – Year 1 / 2 Teacher

## Higher Level Teaching Assistants

Mrs A Potts

Mrs J Clifford

Mrs A Olsen

## Teaching Assistants

Mrs J Shaw

Mrs H Jeffrey

Mrs S Brown

Mrs K Hemming

Mrs S Stevens

Mrs J Taylor

Mrs S Smith

Mrs A Jackson

## School Office

Mrs L Edwards

## **Caretaker**

Mr I Beck

## **Catering Staff**

Mrs L Hurst – Catering Supervisor

Mrs M Ward – Kitchen Staff

## **Mid-Day Supervisors**

Mrs K Hemming - Senior Mid-Day Supervisor

Mrs S Brown

Mrs J Taylor

Mrs S Plant

Mrs E Allen

## **Cleaning Staff**

Mrs J Taylor

Mrs K Brown

## **Governing Body**

### **School Governors**

Mr D Hattersley – Chairperson

Mrs M Dei Rossi – Vice Chairperson

Mrs D Charles

Mr R Malcolm

Mrs P E Stockdale

Mrs A Jackson

Vacancy – Clerk to Governors

Any persons interested in joining the governing body of Killamarsh

Infant and Nursery School should contact the Chair of Governors

Governors at [dhattersley@killamarsh-inf.derbyshire.sch.uk](mailto:dhattersley@killamarsh-inf.derbyshire.sch.uk)

# Welcome to Nursery

## **Nursery (FS1) aims**

In nursery we aim to welcome all children, parents and carers into a happy and secure environment. The Early Years Foundation Stage (EYFS) Framework and Every Child Matters underpin our practise.

Children learn through play and therefore we aim to offer enjoyable, meaningful and hands on experiences that support development in your child's early years.

We hope to meet your child's needs and look forward to working in partnership with you to do so.

## **Nursery provision**

In our 26 place nursery provision we offer a weekly 15 hour funded session. We have four provision options:

- Option 1 – all day Monday, all day Tuesday and Wednesday morning
- Option 2 – Wednesday afternoon, all day Thursday and all day Friday
- Option 3 – Monday to Friday mornings
- Option 4 – Monday to Friday afternoons

Extra sessions can be purchased at £10 per session, subject to availability. Please contact Miss Judson for availability then the school office for a booking form.

## **30 hours funding**

We allocate a limited number of spaces to the 30 hours of free funding and offer them to qualifying children the full term after their third birthday (if spaces are available). For more information and to check if you are eligible visit [https://www.derbyshire.gov.uk/education/early\\_years\\_childcare/early\\_learning\\_free\\_places/increase-free-childcare-30hours/default.asp](https://www.derbyshire.gov.uk/education/early_years_childcare/early_learning_free_places/increase-free-childcare-30hours/default.asp)

## **Key worker groups**

We hope that our key worker system enables you and your child to become familiar with our Foundation Stage practitioners. Although we work in key worker groups we hope you feel comfortable in approaching any of our staff. Your child's key worker is indicated on their starter pack.

## **Nursery opening times**

Morning sessions – 8:40 am to 11:45 am

All day sessions – 8:40 am to 3:00 pm

Afternoon sessions – 11:50 am to 3:00 pm

## **Absence from nursery**

Please let us know if your child will not be attending nursery for any reason by contacting the school office. As stated in our admission policy, “if a child does not attend nursery for two weeks, without informing school and without an appropriate reason, their place will be withdrawn and offered to the next name on the waiting list”.

## **Coming into nursery**

Access is from the main road through the top Reception playground and into the bottom nursery playground. Nursery children enter the unit with their parents/carers via the conservatory cloakroom at 8:40 am. The nursery door will be closed at 8:50 am at which point parents/carers should leave by the same route as they entered. This time will be signalled by the shake of a tambourine. Registers will be taken at 8:50 am. Once gates are closed, late entries should report to the school office.

## **Going home from nursery**

At the end of the session children will be released via the conservatory cloakroom door to parents/carers who are waiting in the nursery playground. Gates will be opened along the pathway at 11:40 am for morning sessions and 2:55 pm for all day sessions. Children will only be released to known adults who are at least 16 years old. If children have not been collected by 12:00 pm or 3:20 pm they will be taken to the school office and parents/carers will be contacted.

## **Lunchtime**

Nursery lunch sessions run from 11:50 am. Nursery children attending all day sessions will have their lunch in the unit. Children can enjoy a hot school dinner, or a school sandwich, or can bring their own healthy lunch box from home. Lunch boxes from home should be placed on the snack trolley when children arrive in the morning. A school dinner costs £2.10. Unless your child is at nursery for the morning session, hot school dinners/school sandwiches must be ordered via the school office before 9:30am. Payment can be in cash or by a cheque made payable to DCC.

Children attending afternoon sessions, and children in Option 2 provision on Wednesdays, will arrive at 11:50 for their lunch. Parents should follow the above procedure for ordering a hot school dinner/school sandwich if their child is not bringing a lunch box from home.

Children attending Option 3 (Monday to Friday morning sessions) will go home for their lunch at 11:45. Children attending Option 1 (all day Monday, all day Tuesday and Wednesday morning) will also go home for their lunch at 11:45 on Wednesday mornings.

## **Snack**

In the foundation stage children always have access to milk and water. In nursery we incorporate group snack times into our sessions as part of our routine. Nursery children can access a drink of water or a drink of milk and a piece of fruit every morning and afternoon.

## **Clothing**

Although we provide aprons, many of the activities in the Foundation Stage can be quite messy! It is therefore important to send your child in suitable clothing. Loose fitting clothes without tricky fastenings can help your child to become more independent when using the toilet. Jogging bottoms and leggings are ideal. Although school uniform is not compulsory for nursery children, parents often choose to dress their children in school colours – red jumper/fleece/cardigan, white polo shirt, black/grey skirt/leggings/ jogging bottoms or black/grey shorts or red gingham dress in warmer weather.

School trends at Westfield are one of our uniform suppliers. Items can be purchased from them direct using the following contact information:

Telephone: 08701650161

Website: [www.schooltrends.co.uk](http://www.schooltrends.co.uk)

Children in the Foundation Stage spend a lot of time in our outdoor area so it is very important to send your child in appropriate clothing. Waterproof coats with hoods are essential, woolly hats and gloves on cold days and sun hats on warm days. As we go outside in all weather conditions please make sure your child has a pair of wellington boots left in the Foundation Stage Unit. Wellies can be left under your child's peg in the cloakroom.

Please make sure all your child's clothes/wellies/accessories are labelled with their name. A set of spare clothes can be left in a named rucksack/bag on your child's peg.

### **Toileting**

Please work to toilet train your child before they start nursery. We have limited changing facilities and therefore cannot change nappies. We are happy to change children if they have an accident but we ask that if your child is not yet in pants, then to at least send them in a pull up, not a nappy. A bag of your child's spare clothes can be left on their peg.

### **Sharing observations**

In nursery we share observations of your child's achievements with you electronically. It is therefore important that you share with us your email address to enable us to do this (we can share observations with more than one email address if necessary). Email addresses can be written in your child's 'This is me booklet' and returned to FS staff when your child starts. Observation reports will be shared at the end of each half term. We also invite parents to contribute their own observations of their child's progress throughout the Early Years Foundation Stage by sending them to us via '2BuildAProfile'.

### **Getting started**

When your child starts nursery we encourage a settling in process. We ask parents to work with us during this time. There are several jobs for you and your child to do together as part of the coming in routine:

- Coats – each child has their own named coat peg to keep their belongings on. Please encourage your child to hang up their own coat to promote their independence
- Registration – nursery children will need to register that they have arrived by moving their photo- name card to the appropriate space in the snack area

- o Name writing – as you arrive one of the daily things you can do is support your child to write their name

## **Administering medicines**

If your child requires medicine during nursery hours you will be required to complete a 'medicine administration' form detailing the medicine being given, the dosage and how long your child will need the medicine for. Medicines will be given to children by a familiar adult.

## **Nursery Admissions**

If you would like to put your child's name on the nursery waiting list, please contact the school office for a form.

(For further details see Killamarsh Infant and Nursery School Admissions Policy)



Miss Judson  
EYFS Leader and  
Nursery Teacher



Mrs Olsen  
HLTA cover for Miss Judson  
(Friday afternoons)



Mrs Jeffrey  
EYFS Practitioner  
(Monday to Wednesday)



Mrs Shaw  
EYFS Practitioner  
(Wednesday to Friday)

# Welcome to School

**Reception (Robin and Goldfinch classes)**

**Key Stage 1 (Woodpecker and Skylark classes)**

## **Reception (FS2) aims**

In Reception we aim to welcome all children, parents and carers into a happy and secure environment. The Early Years Foundation Stage (EYFS) Framework and Every Child Matters underpin our practise. In Reception the children are working towards achieving the Early Learning Goals (ELGs) and we aim to support and challenge them so they can reach their full potential.

Children learn through play and therefore we aim to offer enjoyable, meaningful and hands on experiences that support development in your child's early years. We also carefully plan experiences and inputs for the children so they are engaged and eager to learn.

We hope to meet your child's needs and look forward to working in partnership with you to do so.



Mrs Stockdale

Teacher for Robin class



Mrs Skingle and Mrs Hall (job share)

Teachers for Goldfinch class

## **KS1 (Year 1 and Year 2) aims**

In KS1 we aim to continue to develop children's confidence and independence to help them prepare for the next stage in their education. In KS1 we follow the national curriculum and aim to develop and nurture the whole child whilst providing them with exciting, engaging and meaningful lessons to further their knowledge and skills. We also aim to work in partnership with parents to support their child to reach their full potential.



Mrs Bainbridge Year 1 / 2  
Teacher for Woodpecker class



Mrs Beck Year 2  
Teacher for Skylark class

## **School opening times**

Reception: 8:40am – 3:05pm

KS1: 8:40am – 3:10pm

## **Coming into school**

Access to school is from the main road through the Reception and Nursery outdoor areas onto the main school playground. Gates will be opened at 8:20am. Parents and children should wait in the school playground for their class teacher to join them at 8:35am by their class door. At 8:40am the bell will ring. This signals the time for parents to say their good byes and children to line up with their class. Parents must remain with their child/ren until the bell rings at 8:40am. Doors will be locked and registers will be taken at 8:50. Late entries

must report to the school office where they will be required to sign the late book.

In September, to support the settling in process, Reception children will enter school with their parent/carer via the door situated in the top corner of the playground (as shown in the picture below). The door will open at 8:40 when the school bell is rung and will be locked at 8:50.



### **Snack and water**

Every day children in Reception and KS1 will receive a piece of fruit or vegetable for them to enjoy at playtime as their healthy snack.

Reception: Children in Reception can access a drink of water from the snack station whenever they feel thirsty. A water jug is always made available to children throughout the day for them to pour themselves a cup of water, helping to promote their independence.

KS1: In KS1 children require a water bottle. Dishwasher proof bottles can be purchased from the school office for £1.50. Water bottles should be brought to school daily. Children can fill their water bottle at the start of the day from the water fountains in school. Please ensure water bottles are clearly labelled with your child's name and are not put into book bags. Replacement bottles and/or tops can be purchased from the school office.

### **Lunch time**

School children will have their lunch in the school hall as part of the 'family dining' system. They receive a free school meal as part of the Universal Free School Meal initiative (DFE). Our school meals meet strict nutritional standards and the quality and sustainability of our meals is regularly monitored. Menus from the DCC Catering Department change twice a year and are displayed in school. The option of a 'school sandwich meal' is also available. If your child

would prefer a school sandwich please collect a form from the school office. This order must be received the Friday before the week the sandwich meal is required.

'Family dining' ensures that each child has a set place in the dining hall coming in first or second sitting. The sittings are changed termly. Each table has a mix of all year groups from Reception to Year 1 to Year 2. Children are also encouraged to become "servers" and help to clear and tidy up at dinner time.

## **School Uniform**

Children can wear:

- Red sweatshirt/cardigan
- White polo shirt/blouse
- Plain grey or black skirt/trousers
- In summer red gingham dresses and grey or black shorts
- Black shoes

School Trends are our preferred uniform supplier and provide uniform with the school logo. They have a School Shop where parents can purchase our regular items of uniform and can try them on. Items can be purchased from them direct. You can also purchase non logoed uniform from any other retailer.

Contact: 08701650161    [www.schooltrends.co.uk](http://www.schooltrends.co.uk)



Children in Reception spend a lot of time in our outdoor area so it is very important to send your child in appropriate clothing. Waterproof coats with hoods are essential, woolly hats and gloves on cold days and sun hats on warm days. As we go outside in all weather conditions and take part in 'Welly Fun!' sessions please make sure your child has a pair of wellington boots which they

can leave at school. Wellies can be left under your child's peg in the cloakroom.

Please make sure all your child's clothes/wellies/accessories are labelled with their name. A set of spare clothes can be left in a named bag on your child's peg, if necessary.

### **Book bags and 'home-school records'**

Classic book bags can be purchased from the school office for £4.50. Book bags must be brought to school every day and can be put in your child's drawer in the morning. Children will receive a 'home-school record' at the start of the year. This should be kept in your child's book bag. If 'home-school records' are lost/damaged they can be purchased from the school office for £2.00.



### **PE kit**

For PE sessions your child will need a white t-shirt, black or navy blue shorts or leggings, a pair of socks and black PE pumps (most children benefit from Velcro fastening pumps as they find them easier to put on independently). For outdoor PE sessions a warm jacket/hoody might also be useful. Please name all kit and put it in a named bag. PE bags with the school logo are available to buy from the school office for £4.00



## **Attendance**

### The Need for Good Attendance

We want your child to make the best possible progress with his/her education. To do this we need your help to ensure that they attend regularly and punctually. This is essential if children are to develop their learning and maintain friendships.

## **School Absence**

Recent changes in the law make it ESSENTIAL for school to know the reason for every absence. Please be aware that it is your legal responsibility to ensure your child attends regularly. It is very important that you inform the school office, on the **first day** of absence, with the reason for your child not being in school. If we do not hear from you the first action will be a "1<sup>st</sup> day call/text" and your child will be registered as having an **unauthorised absence** which is treated as truancy by the DFE. In some cases, we will ask for medical evidence for absences if your child has a lot of unauthorised absences due to illness. Information on attendance has to be given to the local Educational Welfare Officer for a follow up. Please keep the school well informed.

## **Holidays in Term time**

School can no longer authorise any LEAVE OF ABSENCE for holidays during term time, unless there are exceptional circumstances. Any request has to be made before the leave is arranged—not granted retrospectively. Parents could be issued with a fixed penalty notice and/ or court action.

## **Reluctance to attend**

We understand that sometimes a child may be reluctant to come to school which may show itself as tummy ache, feeling sick etc. Please let us know immediately, so that we can work with you to resolve it straight away before it becomes an attendance problem. Often this can be resolved easily by sharing what is worrying your child. Support can also be given from outside agencies such as the School Doctor, the Health Clinic, or the Educational Psychologist if necessary.

## **Accidents and Illness**

School staff are trained in first aid so there is always somebody on site to help the children should accidents or illness occur. Minor accidents are assessed, appropriate action is taken and is then recorded in the accident book. For all head bumps, a note is sent home. We will contact you immediately if your child has a more serious accident or if they become ill. The table below indicates common childhood illnesses and the exclusion period.

| <b>ILLNESS</b>       | <b>EXCLUSION PERIOD</b>                 |
|----------------------|---|
| Sickness             | 48 hours from last bout of sickness     |
| Diarrhoea            | 48 hours from last bout of diarrhoea    |
| Chicken pox          | 5 days or until the blisters have dried |
| Hand, foot and mouth | 2 to 3 days after fever has gone        |
| conjunctivitis       | 24 hours after starting treatment       |

It is very important that you inform the school office, on the **first day** of absence, with the reason for your child not being in school. If we do not hear from you the first action will be a "1<sup>st</sup> day call/text" and your child will be registered as having an **unauthorised absence** which is treated as truancy by the DFE. In some cases we will ask for medical evidence for illness absences if your child has a lot of unauthorised absences. Information on attendance has to be given to the local Educational Welfare Officer for a follow up.

## **Administering medicines**

If your child requires medicine during school hours you will be required to complete a 'medicine administration' form detailing the medicine being given, the dosage and how long your child will need the medicine for. Medicines will be given to children by a member of the office staff at 11:30am (inhalers will be administered when required). It is the parent's responsibility to ensure all medicine is up to date. Requests for continuous asthma medication must be re-signed every month.

## **Child Protection**

Parents should be aware that school is required to take any reasonable action to ensure the safety of our children. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect, or other forms of abuse, the head teacher is required to follow the child protection / safeguarding procedures established by the Derbyshire area Child Protection Committee and to make referrals to the social services or the area Multi Agency Team on all matters of concern.

Designated Child Protection Officer: Miss T Holmes – Head teacher

Deputy Child Protection Officer: Mrs P Stockdale – Deputy Head teacher

## **Special Educational Needs**

Many children, for a variety of reasons, can have additional needs at some point in their life. Identifying needs is very important so that children can be supported to achieve their potential. Children's needs will be discussed with parents and Individual Education Plans shared if appropriate. To meet needs, children will be set small step targets which are regularly reviewed. Further input may be provided by other professionals e.g. educational psychologist or speech therapist. An EHC plan is prepared and funded when a child's needs is beyond the schools current resourcing. If you have any concerns, please contact your child's class teacher who may then involve the school's Special Educational Needs Coordinator (SENDCO) – Mrs P Stockdale. Our SEN Governor is Mrs Diane Charles.

## **Health and Safety**

### **Car Parking**

Unfortunately, our car parking area is not large enough to accommodate parents vehicles so please park elsewhere, taking care to park safely away from local residents driveways.

In the interest of safety, the driveway is closed to motor vehicles between 8:30am to 9:00am and 3:00pm to 3:20pm.

### **Dogs**

Please note, dogs are not allowed on school premises for health and safety reasons.

## **Breakfast Club**

At Killamarsh Infant and Nursery school we run an early morning on site breakfast club opening at 7:35am. The breakfast club offers a range of delicious and healthy breakfasts such as cereal, toasts, crumpets, fruit milk and juice; and a range of fun and engaging play opportunities such as crafts, reading, small world play and construction. At the end of breakfast club, children will be taken to their classes by a member of staff at 8:35 am. Bookings can be made in advance via the school office but you may also drop your child off at breakfast club in a morning without any notice if necessary. Breakfast club only costs £2.50, breakfast club and breakfast costs £3.00.

## **After School Clubs**

At Killamarsh Infant and Nursery School we offer a range of afterschool clubs throughout the year for children in school. The clubs are led by teachers and outside agencies and range from ocarina club to sewing club, from cooking club to adventure club, and sports club to singing club! The clubs run from 3:10pm to 4:10pm.



## **Parental involvement**

### **Celebration assembly**

Celebration assembly takes place every Friday at 2:40pm. Children's achievements both in and out of school are celebrated. Class teachers will contact you if your child's receiving an award. Anything to be celebrated from home, e.g. sports award, should be handed in to the class teacher, labelled with your child's name. Parents/carers and family are welcome to attend.

### **Class assemblies**

These celebrate work and inform the audience about activities that have happened over the term. All parents are welcome and should arrive in the school hall ready for a 9:00am start.

### **Reading and maths mornings**

Parents are invited to stay on selected dates across the year to work with their child at the start of the day, for approximately 15 minutes. These mornings are very popular! Come and join your child for reading and maths activities.

### **Parent forum meetings**

An opportunity to meet with the head teacher (dates to be informed)

### **Parent teachers association (PTA)**

We have a supportive Parents Association who hold meetings to arrange fundraising events such as Christmas and Summer Fayres – and other fundraising events. New members are always welcome to help them in their valuable work. If you are interested in helping the PTA, please leave your name and contact details at the school office.

## **Reading**

Your child's 'home-school record' will contain next steps to support your child's reading development which you can work on at home. We encourage you to regularly write in your child's 'home-school record', not only to share with us the reading you and your child have done at home, but to also share with us any other information. Children who have at least two comments from home written in their 'home-school record' a week will be entered into a prize draw to win books at the end of every half term.

## **Half term challenges**

At the end of each half term there will be a holiday challenge on the school website which you can complete with your child at home to continue their learning during the holidays.

## **2 build a profile (2BAP)**

In the Nursery and Reception we share observations of your child's achievements with you electronically via the 2BuildAProfile (2BAP) app. Observation reports will be shared at the end of each half term.

Reception children will also receive 1 Maths observation and 1 Writing observation per half term via the 2BAP app. These observations will have 'next steps' for you to work on with your child at home. We also invite parents to contribute their own observations of their child's progress throughout the Early Years Foundation Stage by emailing them to us via the 2BAP app.

## **Policies**

The school's policies are available on the school website.

Freedom of Information Act

Disability Discrimination Act

Policy on Sex Education

School Behaviour Policy

Collective Worship and Religious Education

# Ofsted

*“Pupils are eager to learn and do their best. They are confident and prepared to take on new challenges.”*

*“The curriculum is rich and varied*

*Teachers and teaching assistants are adept at encouraging pupils and nurturing their confidence as learners. The outcome is pupils who are resilient and are not afraid of having a go at new tasks.”*

*“Senior leaders and governors have an accurate view of the school and plans are in place to secure improvements.”*

*“good models of leadership are in place throughout the school to ensure children’s needs are met and teaching and learning continues to improve.”*

*Pupils take pride in their work and are eager to share what they have done with their classmates and adults. By the time they reach Year 2, they are confident and self-assured individuals that show respect for each other and their school.”*

*“The staff care deeply about the well being of each pupil. Pupils and adults respect each other and are happy to work and learn together.”*

*“children quickly adopt routines that make the school a harmonious and calm place to learn.”*

(Taken from Ofsted report: 31 January – 2 February 2017)

## **Applying for a school place**

Children are admitted to infant school in line with Derbyshire County Council's admissions policy. If your child was born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015 they will be eligible to start school (Reception) in September 2019.

Parents will be able to make their application on the Derbyshire County Council website from 12<sup>th</sup> November 2018. (The closing date for applications is the 15<sup>th</sup> January 2019).

Your child may need to move schools at a time other than when they are due to start infant school. This may be, for example, because you are moving address. You can apply online to change schools during the school year. This is called an 'in-year' application for admission to school and can be found online at the Derbyshire County Council website.

(For further details see Killamarsh Infant and Nursery School Admissions Policy)

**If you have any questions or would like any support in making an application for a school place please do not hesitate to contact the school office.**